

Overseas & Off-Campus Programs

Application Checklist

2018-2019 Application Due Dates

Fall/Full Year/Summer/Domestic Programs: October 9, 2017

Year in Munich Program: February 5, 2018

Spring Programs: February 20, 2018

(more detailed instructions on [Overseas Website](#))

Part A: Online

- ☐ [Two Academic References](#) (contact 3-4 weeks prior to application deadline)
- ☐ [Application](#)
 - o Information Needed to Complete Application
 - ☐ Passport Information
 - ☐ Parent/Guardian Information
 - ☐ Emergency Contact Information
 - ☐ Academic Information (student ID, GPA, major, language(s) studied)
 - ☐ Passport Photo (You can get your passport photo taken in the [Resource Lab](#) and they can email you a copy to upload in your application *upon request*. While you are not required to submit any physical passport photos in your initial application, most students will need a few passport photos for their visa application. You are encouraged to have the photos printed for potential visa usage and second step application process. Ensure you keep them (physical & digital) in a safe place for future use.)

Part B: Materials

After submitting your application please follow these instructions for submitting a screenshot of your transcript.

- ☐ Transcript Screenshot ([PC Instructions](#); [Mac Instructions](#))
 - o If you have trouble taking a screenshot you can visit the IT Service Desk or the Overseas & Off-Campus Programs office for assistance.
 - o *Transfer/First-Year Students*: Submit your current course enrollment as found in [WebAdvisor](#). Transfer students may submit their previous institution's transcript.
 - o The transcript screenshot will need to be sent to overseas@lclark.edu Format your subject line as *Transcript Screenshot: Lastname, Firstname* (e.g. Transcript Screenshot: Theroux_Paul)
- ☐ [Contract Form](#)
 - o Please print the form, complete all fields, sign it, and take it to your advisor for their approval.
 - o Once your advisor has signed it, bring the form to Overseas & Off-Campus Programs office in Albany 206.